**OST 1211 Summer 09**

**Additional Information Sheet**

Instructor: Julia Kirk

Email: [jmkirk@pstcc.edu](mailto:jmkirk@pstcc.edu); [jkirk@ortn.edu](mailto:jkirk@ortn.edu)

Class Times: W 6:15-9:15

Office Hours: W 5:00-6:00 MC253

1. For this course, **you will need to purchase a license for the SAM 2007 ASSESSMENT AND PROJECTS 4.0** **software. This license contains a key code that you will need in order to use the SAM 2007 ASSSESSMENT** **AND PROJECTS** **software**. The key code is good as long as you are a student at PSTCC and take courses that require SAM for Office 2007. If you purchased the textbook bundle for this course, you have already purchased the SAM software. If you did not purchase the textbook bundle, you need to purchase the SAM software bundle, ISBN *0-5387-6642-5*. Both bundles include the Shelly/Cashman Video Companion.

**IMPORTANT NOTE:**  If you need a copy of the Office 2007, you can purchase a copy of a trial version of the MS Office 2007 software in the PSTCC bookstore. The Office 2007 software is good for 180 days and can be installed on your home computer. At the end of the 180 days, you have the option to purchase Office 2007 at a reduced student price.   
ISBN: *1-4283-5089-6*

1. **TESTS:** The following tests will be given in 1211 this semester:

An application (lab) test will be given over each of the following components:

Windows XP/Word (Component 1)

Test—Windows XP, Projects 1-2; and Word, Chapters 1, 2, 3

Excel (Component 2)

Test—Chapters 1, 2, and selected pages in Chapter 3

Access (Component 3)

Test—Chapters 1 and 2

PowerPoint (Component 4)

Test—Chapters 1 and 2

If you miss a test or any portion of a test, you will take a **comprehensive theory/application** test at the end of the semester that will cover **ALL COMPONENTS** of the course. You will receive the same grade for the missed test as you make on the **comprehensive** test. **Only one test can be made up.**  If you miss more than one test, you will receive a zero (0) for the second missed test.

1. **SAM ASSESSMENT:** **PRE- AND POST-QUIZZES**: For each chapter in your textbooks, you will complete the associated SAM pre- and post-quiz. You can take these quizzes at home or at any Pellissippi computer lab. Each pre-quiz will be worth 50 points, and each post-quiz will be worth 100 points. You will be given due dates for the completion of each quiz and each quiz can be taken only once. **Missed quizzes can not be made up once the due date has passed**. These quizzes will count as a part of 30 percent of your grade for that software component (e.g., for the Windows/ Word component of 1211, the Windows/Word application test will count 70 percent of your final Windows/Word grade and the SAM quizzes will count as a part of 30 percent of your final Windows/Word grade).
2. **SAM PROJECTS:** With each chapter that you complete in Word, Excel and PowerPoint, you will be assigned to complete an associated case using SAM Projects. Each case will allow you to complete tasks covered in the chapter giving you relevant experience on the concepts presented. After you download and complete a case in Word, Excel or PowerPoint, you will upload your completed project to the SAM. Your work will immediately be graded, and you will receive feedback. You will then have the option to correct your mistakes and resubmit your case a second time. I will record the best of the two grades. Each project is worth 100 points. **Missed projects can not be made up once the due date has passed.** SAM Projects is not available for Access so you will complete an instructor-created case assignment for the chapters in Access. SAM Projects will count as a part of 30 percent of your final grade in each component.
3. **HOMEWORK, VIDEO COMPANION, AND INCLASS ASSIGNMENTS:** You are expected to complete homework outside of the class period. You should work through the chapter tutorial and review the video companion for each chapter ***BEFORE*** you take the pre-quiz. Inclass assignments will be completed and submitted during class. There is no make up for inclass assignments. If you are absent on the day of an inclass assignment, you will receive a zero on that assignment. Inclass assignments will be given throughout the semester and will count 10 points. Inclass assignments will count as a part of 30 percent of your final grade in each component.
4. **COMPONENT GRADES:** Your grade for each component (Windows/Word, Excel, Access, PowerPoint) will be determined as follows:

70 percent—Application Test

30 percent—SAM Pre- and Post-Quizzes, SAM Projects and Inclass Assignments

**FINAL GRADE:** Your final grade will be determined by adding each component's average based on the weighted percentage for each component as noted on your syllabus.

Windows /Word Component = 35 percent of final grade

Excel Component = 25 percent of final grade

Access Component=25 percent of final grade

PowerPoint Component = 15 percent of final grade

Keep all your work and keep track of your grades to make sure no error was made in recording your scores. You will be given your grade average periodically through the semester.

1. **EXTENDED COLLEGE CLOSURE STATEMENT:**  Pellissippi State Community College is committed to the educational process and student learning. In the event of a prolonged college closure (of at least a week), the educational process will continue. If the college is closed for an extended period of time, instructors are required to maintain student learning and the progress of the course, even if classes cannot meet in person. For this course, if there is an extended college closure, the class will continue through the use of the college’s on-line learning environment (Desire2Learn). The instructor will post readings, assignments, quizzes and due dates, etc. in Desire2Learn (D2L) and/or in SAM Assessment and Projects. It is the student’s responsibility to login to D2L/SAM and check posted instructions and assignments and to complete and submit those assignments by the due dates as listed on the Course Calendar. All testing required to be completed in class will be accomplished once the College reopens.